

5104 - FIRE MARSHAL

NATURE OF WORK

This is supervisory, administrative and technical work in command of the Fire Prevention Division of the City's Fire Department. Emphasis of this position is on developing and directing programs aimed at fire prevention and includes fire inspections, fire safety planning, fire investigations and the enforcement of building codes, fire codes and ordinance regarding fire prevention and the protection of life. These responsibilities are accomplished in accordance with established departmental rules and regulations, and modern principles of fire service practices, with considerable latitude to exercise sound technical and command judgment in the conduct of all phases of assigned duties.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Plans, organizes, directs, controls and participates in the activities of the fire inspection and life safety system programs.

Approves variations from codes regarding equivalent concepts and interpretations.

Researches codes and law ordinances to respond to questions from citizens, inspectors, and contractors.

Assigns inspectors to zones, cause and origin, night inspections and other tasks.

Composes letters to condo groups architects and engineers regarding agreements pertaining to code compliance.

Reviews and assists difficult cases handled by inspectors.

Reviews special master agendas recommending course of action on certain cases; testifies on difficult cases.

Represents City at South Florida Fire Marshal's meetings to standardize code requirements.

Reviews ongoing construction projects with Fire Protection Analyst's to alleviate and avoid code compliance problems.

Prepares and maintains and/or supervises the preparation and maintenance of records and reports of assigned activities, or such other reports as may be required.

Reviews Life Safety System plans submitted by high rise apartment buildings for approval as an alternative to the installation of comprehensive sprinkling systems.

Negotiates terms and conditions regarding installation of approved Life Safety System for high rise apartments.

Conducts inspections of target hazards for corrective action including abatement of hazardous closing of buildings or operations.

Reviews updates to codes, ordinance rules and recommendation for implementation or code

compliance.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern techniques of fire administration, with special attention to fire prevention and fire fighting principles, practices and procedures.

Thorough knowledge of City and County fire ordinances and regulations, the principles and practices of fire prevention, and of effective techniques of public information in relation to fire prevention.

Thorough knowledge of fire and life safety codes

Thorough knowledge of departmental policies and procedures, City Personnel Rules, and purchasing procedures.

Thorough knowledge of supervisory principles and practices.

Thorough knowledge of the various City Boards which interface with the department and its activities.

Ability to analyze situations correctly and quickly and to adopt effective courses of action, in consideration of surrounding hazards and circumstances.

Ability to plan, assign and direct the work of subordinates, both under emergency conditions at the scene of a fire or other emergency, and in routine work.

Ability to analyze, prepare, and present, both verbally and in writing, reports and information of various kinds, including the fiscal needs of the Division for incorporation into the Department's annual budget.

Ability to train and otherwise instruct in modern fire prevention principles, practices and procedures.

Ability to represent the Fire Department effectively in public, to enlist cooperation in its programs, and to present its programs effectively at public meetings.

Ability to establish and maintain effective working relationships with City boards and officials, other City employees, officials of other agencies, professional groups, and the general public.

MINIMUM REQUIREMENTS

One (1) year experience serving as a Fire Marshal, Fire Inspector, Fire Plans Processor and/or Fire Protection Engineer in a government agency; or possess an Associate's degree in fire science or equivalent supplemented by completion of advanced course work in fire fighting techniques, fire administration, and supervision. Two (2) years experience demonstrating progressively responsible leadership with a thorough knowledge of modern techniques of Management and Administration, with special attention to Fire Prevention. The incumbent must obtain residency in Dade or Broward County within six months of the date of hire. Experience may substitute for education on a year-for-year basis.

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PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.

SUPERVISION RECEIVED

Incumbent confers with the Assistant Fire Chief of Administration on difficult situations, important administrative decisions, and on significant exceptions from established practices. Use of judgment and effectiveness as a command officer is reviewed through staff meetings, conferences, inspections, and observations by superior officers from whom general and specific assignments are received.

SUPERVISION EXERCISED

Incumbent plans, directs, controls and is held accountable for the activities of all subordinate, with considerable latitude to exercise sound technical and command judgment in the conduct of all phases of assigned duties.

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